



Heathcote School and Science College - *Encourage, Challenge, Succeed*

JOB DESCRIPTION

Job Title:	Pastoral Assistant
Responsible to:	HOY and Pastoral Lead
Responsible for:	None
Grade/Pay Range:	Scale 5

Job Purpose

- **To ensure that pupils are supported to 'be the best they can be' in all aspects of school life and they embrace the vision of 'encourage, challenge and succeed'**
- **To raise standards across the year group resulting in high levels of engagement and success in school (as measured in progress data, high attendance and low levels of internal/external exclusions)**
- **To ensure the year group is compliant with all the school's policies and systems**

All staff at Heathcote School are expected to uphold the school vision and ethos on a daily basis through their professional conduct.

All staff are expected to have a clear understanding of the vision, aims, and ethos of the school, and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of the school are seen as inter-related.

Main Responsibilities of the Pastoral Assistant

General

- Supporting the HOY to achieve the Year Improvement Plan.
- Ensuring that the impact your work can be evidenced with data.
- Creating an ambitious ethos for the year group and celebrating success
- Supporting the HOY with activities such as pupil voice, parent voice, book looks, pupil experience
- Having a visible presence around the school during the day, and supporting with movement around the school
- Supporting the management systems of the school by undertaking duties in line with the role, including before and after school duties, On call and IEU.
- Supporting with improving parental engagement
- Supporting with Challenge week activities
- Supporting with recognizing successes within the year group.
- Attending parents evening and other key year group events.

Quality of Education

- Contribute to Pupil Profiles and attend EHCP meetings as appropriate
- Feedback and support staff with seating plans in Class Charts and pupil profiles or IEPs
- Supporting with trip and enrichment offers for each year group including the Pupil Passport in Key stage 3
- Help the SEN team to identify pupils who are struggling to access learning by contributing to the referral meetings
- Supporting pupils to go to lessons and remain in class by putting into place strategies.

Behaviour and Personal Development

- Ensuring high standards of behavior and implementing the school Behaviour Policy as appropriate
- Monitoring and delivering effective behavioural responses including leading the whole school approach to consistency, ownership and reducing exclusions
- Supporting with the rewards strategy for your year group
- Supporting the HOY to ensure that behaviour is monitored and strategies implemented across the year group; identifying and addressing patterns of individuals and making the appropriate referrals for this.
- Display good safeguarding practice
- Ensuring pupils are given every opportunity to get involved in pupil leadership activities
- Monitoring, intervening on attendance and punctuality strategies within certain groups as identified by the HOYs.
- Attending relevant meetings (such as the Referral Meetings) to ensure pupils' needs are met either within the school or with the support of outside agencies
- Referring pupils to relevant staff such as the EWO, Home School Worker, Inclusion Manager or SENDCO when appropriate
- Supporting with the writing of IEPs, support plans, pupil profiles and FAP paperwork
- Making referrals to and engaging with external services where required
- Admissions- ensuring pupils settle well into the year group.

Narrowing the Gap

- Liaising with HoDs or other TLR postholders about intervention/support required
- Supporting the HOY to monitoring progress by key groups, and ensuring strategies are in place to ensure gaps are closed

Specific Additional Responsibilities for Each Year Group – this is not an exhaustive list but highlights the main activities

Year 7

- Support the transition of pupils from primary to secondary school
- Help the HOY to plan and lead settling in activities including a residential experience

Year 9

- Supporting the HOY with the options process
- Support with the transition to Key Stage 4 or alternative pathways
- Supporting Head of Year with First Give event

Year 10

- Supporting with EAA applications and identification

Year 11

- Support with finding pathways for pupils including transition to our Post 16 Marketing Sixth Form

- Support with planning the prom

As there is an additional Head of Sixth Form – Assistant Head – the main duties in the job description will be shared by this team.

Appraisal & Continuous Professional Development:

- Participating in arrangements for her / his further training and professional development
- Undertaking any reasonable direction from the Headteacher.

School Ethos:

For Heathcote staff in general:

- Playing a full part in the life of the school community, supporting its distinctive vision and ethos and leading staff and pupils in doing the same
- Actively supporting the school's corporate policies and aspirations
- Adhering to the staff professional code of conduct as developed collectively by staff
- Complying with the school's Health and Safety Policy and undertaking risk assessments as appropriate
- Checking emails on a daily basis to keep up to date with issues communicated within the school.

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally

CONFIRMATION OF JOB DESCRIPTION

POST:
NAME:

I confirm that I have read this job description and person specifications

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signatures:

Signed.....
(Teacher)

Date.....